

Chapter 7

Band Administration

There are no CMF 71 Administration personnel in any Army Band TOE; therefore, all administrative functions at the small unit level are accomplished using CMF 97 personnel in collateral (appointed) duty positions. The band administration section should be comprised of at least three, but no more than five personnel. The duties and responsibilities of the Administration Section are prescribed by the band commander, and are outlined below.

PERSONNEL ACTIONS

7-1. Some of the personnel actions that a band administration section is required to prepare include: elimination, separation, retirement, and transfer documents; leave requests and control logs; reports of suspension of favorable actions; and UCMJ documents. Several of these actions are legal actions prepared or coordinated with the servicing Staff Judge Advocate office.

FINANCE ACTIONS

7-2. The primary role of the band administration section in preparing finance documents is to provide the soldiers with the necessary documents and guidance and direct them to the subject matter experts for resolution of their problem. Finance actions performed by the band administration section include:

- Start and stop Basic Allowance for Housing (BAH)
- U.S. Savings Bond documents
- Pay inquiries, and Direct Deposit
- Documentation to start separate rations for band members
- Travel documents for Temporary Duty (TDY), leave, and Permanent Change of Station (PCS).
- Collection actions, resident tax declaration DD Form 1059, and tax withholding (W-2 form).

SIDPERS-3

7-3. SIDPERS-3 is an integrated automated field military personnel management system designed to serve America's Army during mobilization, war, and demobilization; serve the active Army during peacetime; and provide commanders with a responsive personnel management system that facilitates peacetime readiness management and wartime operations. The five components within this system are accounting, assignments, orders, pay, and promotions. The two components that require attention at the band unit level are accounting and promotion. Below are the components and descriptions of their areas of responsibility.

ACCOUNTING COMPONENT

7-4. The accounting component of SIDPERS-3 has the following work categories and capabilities:

- Classification and reclassification
- Requirements reporting
- Unit personnel accountability updates
- Evaluation reporting
- Suspension of favorable personnel actions
- Routine personnel suspense control
- Casualty reporting
- Personnel accounting reports
- Duty status reporting
- Assigned not joined
- Command and Control Strength Reporting System (C2SRS)

PROMOTIONS

7-5. The promotions component of SIDPERS-3 includes the work categories and capabilities listed below.

- E2-E4 Advancements
- Determine PV2 through SPC/CPL advancement eligibility
- Determine PV2 through SPC/CPL waiver allocations
- Effect PV2 through SPC/CPL advancements
- E5-E6 Promotions
- Determine SGT and SSG promotion eligibility
- Compute SGT and SSG promotion points
- Process established SGT and SSG board recommendations
- Maintain SGT and SSG promotion standing list
- Effect SGT and SSG promotions
- Reductions/Lateral Promotions
- Reduce enlisted soldiers
- Laterally appoint enlisted soldiers
- Reinstate or restore enlisted soldiers

AWARD RECOMMENDATIONS

7-6. The band administration section prepares and initiates award recommendations IAW AR 600-8-22 as well as any local policy that applies to the Army awards program. Normally, once a soldier is recognized by either the commander or another supervisor as being recommended for an award, the administration section begins the process by preparing DA Form 638-1 and submitting it through the proper channels for both internal and external staffing.

NON-COMMISSIONED OFFICER EVALUATION REPORT (NCOER)

7-7. Normally, with the exception of the senior NCOs and above, all NCOERs are staffed in-house, since the rating chain for SGT and SSG is within the band itself. All NCOERs are prepared IAW AR 623-205. If an NCOER needs to be staffed outside the band for any reason, adequate time must be given for preparation and revision of the report to ensure the required suspense dates are met.

OFFICER EVALUATION REPORT (OER)

7-8. OERs for band commanders and other band officers are normally staffed through the command that maintains UCMJ authority over the band (battalion or brigade level). OERs are prepared IAW AR 623-105. The rating chain for an OER may consist of a rater, intermediate rater, and a senior rater.

RATER

7-9. The rater should be the person in the rating chain who is most familiar with the day-to-day performance of the rated officer. The rater is the immediate supervisor of the rated officer and is most responsible for the rated officer's performance.

INTERMEDIATE RATER

7-10. The intermediate rater is usually the rater's immediate supervisor but may be any supervisor between the rater and senior rater in the rated officer's chain of command. The intermediate rater is intended to maintain a link between the rater and senior rater when there is a level of supervision between them. There will not be an intermediate rater when the rating chain has no supervision between the rater and senior rater.

SENIOR RATER

7-11. The senior rater should be the senior rating officer in the rating chain. The senior rater is usually the supervisor above the rater and intermediate rater in the rated officer's chain of command or supervisory chain.

PUBLICATIONS

7-12. It is the responsibility of the publications clerk to ensure that the band has on-hand all required publications, as well as applicable changes and supplements, and that those on hand are up to date. It is the responsibility of the publications clerk to order any publications that are either needed or required by unit members to perform their mission.

FILES MAINTENANCE

7-13. The file clerk is responsible for performing file maintenance duties IAW AR 25-400-2. Some of the duties include ensuring that proper file numbers and disposition instructions are used, preparing file labels correctly, and properly filing documents.

MAIL CLERK

7-14. The primary role of the mail clerk is to provide mail service to the band members. The unit mail clerk performs his duties IAW DOD Manual 4525.6-M as well as any local policy that applies to postal duties. Additionally, the mail clerk is responsible for receiving and delivering unit distribution to its required destination.

GENERAL CORRESPONDENCE

7-15. All correspondence managed and prepared by the band administration section will be done so IAW AR 25-50. Other correspondence that the band administrative section is responsible for includes memorandums, letters, enclosures, attachments, inquiries, and other correspondence as required by the band commander or band sergeant major/first sergeant.